

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **March 19, 2009 at 6:00 p.m.** in the **Board Room** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

**PRESENT:** TERRY WATERMOLEN, CARLA BUBOLTZ, JOHN HICKEY, PAUL KEGEL, KIM LA PLANTE, KATHY PLETCHER, PAUL SCHIERL,

**ABSENT:** DENISE BELLMORE, TONY THEISEN

**ALSO PRESENT:** LYNN STAINBROOK, MARY RYAN, LORI DENAULT, SUE LAGERMAN, BOB ROCQUE (staff)

President Terry Watermolen called the meeting to order at 6:00 p.m.

### APPROVAL/MODIFY AGENDA

Terry Watermolen recommended striking agenda item #13 because it was not necessary for the Board to go into Closed Session. **Motion** by Pletcher, seconded by Hickey, to strike agenda item #13 and approve the rest of the agenda. **Motion carried.**

### MINUTES, BILLS AND COMMUNICATIONS

There being no changes or modifications, the February 19, 2009 meeting minutes stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

There were no communications.

### OPEN FORUM FOR THE PUBLIC

There were no members of the public present.

### FACILITIES REPORT

Bob Rocque provided the following update: the purchase order for the air receiver was submitted; County Purchasing is contacting vendors for competitive bids for a new pick-up truck; purchase order for the soffits and fascia at the Southwest Branch were submitted; lights for the Weyers-Hilliard were received and are being installed; and the Weyers-Hilliard gas fireplace will have the pan and valve replaced. The five-branch (owned buildings) walk-through by contractors interested in bidding on the Facilities Assessment is scheduled for Friday, March 20. Bids are due by April 7. Lynn also mentioned that Rich Langan and Kathy Johnson had recently been given the 'infrastructure tour' of the Central Library. Senator Steve Kagen is holding a listening session on April 18 at the Central Library and Lynn hopes to tour him as well.

### ACCOUNTANT'S REPORT

- a. **Financial Report** Lori Denault presented financial reports for December, 2008; and January and February, 2009. **Motion** by Pletcher, seconded by Buboltz to approve the December, 2008 and January and February 2009 financial reports. **Motion carried.**
- b. **Acceptance of Gifts Grants and Donations** **Motion** by Kegel, seconded by Pletcher to approve the December, 2008 and January and February 2009 Gifts, Grants and Donations as follows:

#### **December, 2008**

##### **Gifts & Donations**

GGBCF/Wrightstown Area Library Committee	250.00	Wri. Materials
Rhoda Esson	500.00	Large Print Materials
Lisa Sanderfoot	100.00	Kress Materials
Banaszynski Family-In Memory of Ethel Banaszynski	400.00	Pulaski Materials
Friends of the Brown County Library	547.39	Kress Storytime Props
Friends of the Brown County Library	31.48	Kress Easel Message Bd.
Friends of the Brown County Library	62.11	Popcorn & Supplies
Friends of the Brown County Library	(1,673.92)	Duplicate Payment
BCL Foundation-In Memory of Caleb Chapel	183.71	Kress Summer Reading
Patrick & Patti Doughman	100.00	Pulaski Materials
Rob Wetak	12.00	Library Improvements

James & Margo Duffy	686.00	Kress Materials
Ann Kapitz	250.00	SW Library Improvements
Greater Green Bay Community Foundation/Hogan	200.00	Multicultural Needs
Dennis Keyzer	50.00	Library Improvements
Brian Powers	50.00	Children's Materials
Banaszynski Family-In Memory of Ethel Banaszynski	500.00	Pulaski Materials
Bay Care Clinic Foundation/Dr. & Mrs. Sorrells	500.00	SW Summer Reading Prog.
Michael Baenen	75.00	Library Improvements
Michael & Susan Smullen	1,000.00	Kress Materials
Dr. Paul & Cathy Polzin	50.00	Denmark Materials
John Bettinger - In Memory of June and Ivyl	25.00	DVD Materials
Joan Barr & Linda Krout	100.00	Young Adult Materials
GGBCF/Wrightstown Area Library Committee	8,160.65	Wri. Operating Expenses
Friends of the Brown County Library	2,315.00	Denmark Book Return
Friends of the Brown County Library	26.18	WH Summer Reading Prog.
Friends of the Brown County Library	439.23	WH Round Carpet
Friends of the Brown County Library	456.37	Denmark Alpha Carpet
Ashwaubenon	76.94	Donation Box
Bookmobile	4.14	Donation Box
East	93.99	Donation Box
Weyers/Hilliard	73.25	Donation Box
Central Circulation	121.96	Donation Box
Kress	43.43	Donation Box
Adult Services	16.53	Donation Box
Pulaski	47.78	Donation Box
Southwest	29.90	Donation Box
Wrightstown	18.13	Donation Box
<b>Total Donations</b>	<b>\$ 15,922.25</b>	

#### Federal & State Grants

Century Tel	\$ 388.92	E-Rate Funds
AT&T	492.34	E-Rate Funds
Nicolet Federated Library System	3,409.23	Collection Development
Nicolet Federated Library System	1,285.91	Continuing Education
Nicolet Federated Library System	3,000.00	Library Services Grant
Nicolet Federated Library System	13,030.00	Library Services Grant
<b>Total Grants</b>	<b>\$ 21,606.40</b>	

#### January, 2009

##### Gifts & Donations

Mary Ann Root	\$ 50.00	Library Improvements
Mary Margeret Sullivan - In Celebration of Jean B. Sullivan	100.00	Adult Fiction
Green Bay Art Colony - In Memory of Margaret Elder	30.00	Adult Art Subject
BC Community Women's Club-In Memory of Ruthann Sparks	25.00	Adult Non-Fiction
Family of Ann Wouters - In Memory of Ann Wouters	100.00	SW Materials
BCL Sunshine Fund - In Memory of Dorene VanDeHei	48.84	Adult Non-Fiction
<b>Total Donations</b>	<b>\$ 353.84</b>	

#### Federal & State Grants

Nicolet Federated Library System	\$ 5,805.00	Collection Development
<b>Total Grants</b>	<b>\$ 5,805.00</b>	

John Hickey reported that the Board had not met in the last month but mentioned that the Executive Committee, Denise, Mark Merrifield and he met with the auditor and reviewed the scope and timing of the audit. They will meet again after the audit is complete. The report will also be sent to the NFLS Board prior to their meeting.

**b. Resource Library Agreement**

The committee recommended signing the RLA. Paul Schierl still believes that the RLA and the OWLSnet contract should be separate documents but was comfortable approving the document.

It was mutually understood and agreed that:

1. BCL will serve as resource library for NFLS pursuant to WI Statutes 43.16 and 43.24.
  - a. NFLS will provide a supplement of \$15,000 to BCL, in addition to the collection development grant provided all NFLS libraries, to assist in development of the resource library collection.
  - b. BCL will provide backup reference for NFLS member libraries for an annual fee of \$5,000.
  - c. In 2009, NFLS will reserve any unspent funds from the 2008 RLA allocation of \$35,000 to upgrade staff computers and automation-related equipment, for BCL to spend on staff computers and automation-related equipment in 2009 or 2010. In addition, NFLS will provide BCL an additional \$35,000 in 2009 for technology and automation upgrade purposes. BCL will provide copies of invoices to NFLS providing details of the computers and other equipment purchased.
2. NFLS will provide all services to BCL that are received by other NFLS libraries either directly or indirectly, through NFLS support of OWLSnet.
  - a. In 2009, NFLS will pay the annual fee, estimated at \$10,000, to maintain the SAM PC management software for BCL.
  - b. NFLS will subsidize and contract for the approximately \$23,000 cost for the databases which are presently part of the database offerings to all other NFLS libraries. If at such time as the Brown County Library joins the OWLSnet partnership with the other NFLS libraries, future modifications/additions/deletions to the database selections will be done on a consortium-wide basis. Databases to be subsidized for Brown County are:
    - Ancestry Library Edition
    - Heritage Quest
    - Bookletters
    - Tumblebooks
    - LearnATest (or other database provided to other NFLS libraries).
  - c. NFLS will continue to pay for access for all member libraries to AskAway, the statewide online reference service available 24 hours day, seven days a week, and that BCL will work with NFLS to support and promote AskAway.
  - d. IN 2009, NFLS will provide supplemental delivery service to Brown County Central and its branches, equal to the service provided to each of the other NFLS consolidated county libraries. Delivery service to other NFLS member libraries does not include armored car service.
3. Since it is in the best interest of the NFLS and its member libraries to have BCL participate in the NFLS-OWLS shared automation system, thereby making access to the BCL collection easier and more effective for other NFLS member library staff and users of the member libraries, NFLS will provide the following incentives:
  - a. NFLS will use the \$7,000 allocated in its 2009 budget designated for migration, to pay for costs in 2009 associated with planning and implementing a BCL migration to the OWLSnet consortium.
  - b. NFLS will pay a total of \$165,000 to Outagamie-Waupaca Library System over a five year period as part of BCL's annual membership fee. The amount is to be applied to the annual membership fee in the following manner: \$53,000 in year one; \$43,000 in year two; \$33,000 in year three; \$23,000 in year four; and \$13,000 in year five. This section shall also be included in the Automation Agreement that will be signed by OWLS, BCL, and NFLS.
  - c. NFLS will forward the \$75,000 in 2009 LSTA grant funds to OWLS to offset the costs of BCL joining OWLS.
4. NFLS will continue to provide enhanced Interlibrary Loan (ILL) service to BC Central Library:

a. Acting as the borrower for BCL's patrons of items from other libraries, NFLS will continue to staff and fund the searching for and requesting of those items. All requests received online directly from Brown County patrons are handled by NFLS ILL staff. Central library patron questions concerning ILLs in process are handled directly by NFLS staff. NFLS ILL staff shall continue to handle the circulation function of items only for BCL Central's patrons until such time that BCL discusses with NFLS the opportunity to take over this function.

b. Acting as the lender to other libraries of BCL's items, NFLS ILL staff will continue to receive and process all requests received for BCL materials from other libraries both inside and outside the NFLS service area. For BCL Central's items, NFLS ILL staff shall search the BCL catalog and then search and pull from the shelves the requested items that Central fills. The NFLS ILL staff shall then process and ship those items. NFLS ILL staff shall continue to search and retrieve the items from the shelves of BCL Central.

5. In order to meet the specific continuing education needs of BCL staff, a meeting will be held in the spring of 2009 and the fall of 2009 to include NFLS and BCL staff to identify subject areas of interest and topics that would be included in NFLS planning for continuing education programs the following year.

a. The BCL Director shall designate a staff person to coordinate and facilitate planning with the NFLS Continuing Education Coordinator.

b. The NFLS Continuing Education Coordinator shall work with the BCL staff to plan times and dates for continuing education programs that meet the needs of BCL.

c. BCL will promote the programs developed, and encourage as many BCL staff as possible to attend.

d. The NFLS Continuing Education Coordinator shall work with the Brown County Library Director or designee to identify at least one program that can be presented to NFLS member librarians by BCL staff sharing BCL staff expertise.

e. BCL will provide access to meeting room space and the Brown County Computer Lab whenever possible, with the understanding that space may already be scheduled for another group.

f. In addition to its regular NFLS continuing education grants, NFLS will fund and help coordinate with BCL, a BCL staff development day speaker, refreshments and incentives, all of which will be made available to both BCL and NFLS member libraries staff.

This agreement shall be in effect as of January 1, 2009, and shall remain in effect until December 31, 2009. However, if at any time during 2009, should the State of Wisconsin reduce state aid to NFLS by 10 percent or more, NFLS reserves the right to re-open negotiations in order to assure that funds are available to conduct the system-provided services as required under state statute.

This agreement shall be reviewed during the fourth quarter of the year for modifications if necessary.

BCL reserves the right to review its status as resource library should NFLS merge with another library system or make any fundamental changes in its legal status or mode of governance.

**Motion** by Schierl, seconded by Pletcher to approve the 2009 Resource Library Agreement between Nicolet Federated Library System and Brown County Library. **Motion carried unanimously.** The signed and dated agreement will be delivered to Mark Merrifield early next week for filing with the state.

#### **OWLSnet**

Lynn and staff reviewed the contract and sent a list of questions and concerns back to Rick Krumwiede. Rick's response was just received this afternoon and there has not been ample time to go over it. Paul Schierl reiterated that this contract needs to be very well defined in financial and political aspects and in definition of independence and control. He also feels that comparison of at least one other ILS is necessary. Terry Watermolen also stressed the importance of have the right answers to any and all questions that may arise. It would also be worthwhile to get feedback from other member libraries. A policy comparison chart would be very helpful in the decision-making process. If this is worth taking time to do than it is worth doing right. The major restriction of this process is the December 30 deadline for use of the \$75,000 LSTA funds. It was agreed that Lynn should continue to seek information and answers.

**February, 2009****Gifts & Donations**

BCL Sunshine Fund - In Memory of Norbert J. Milinski	50.00	Adult Non-Fiction
Friends of the Brown County Library	509.95	Pul. Wii & access.
Friends of the Brown County Library	2,804.98	Cen. Disk Buffer
Friends of the Brown County Library	1,032.00	East Art Work
Local History & Genealogy Participants	210.85	Local History & Genealogy
Mead & Hunt/with matching staff donation	60.00	Children's Materials
Ashwaubenon	14.34	Donation Box
Bookmobile	6.00	Donation Box
East	54.75	Donation Box
Weyers/Hilliard	42.45	Donation Box
Central Circulation	48.35	Donation Box
Kress	16.76	Donation Box
Adult Services	13.40	Donation Box
Pulaski	14.43	Donation Box
Southwest	19.15	Donation Box
Wrightstown	19.76	Donation Box
<b>Total Donations</b>	<b>\$ 4,917.17</b>	

**Federal and State Grants**

Nicolet Federated Library System	\$ 579.54	Collection Development
<b>Total Grants</b>	<b>\$ 579.54</b>	

**Motion carried.****CARRYOVER FUNDS**

Lori Denault provided the final 2008 Budget Carryover Detail report. Any additional changes will be reflected in the Library Automation System line item.

PROJECTS APPROVED	PROJECT	ACCT. NO	Project Cost	STATUS
<b>County Levy</b>				
Books, Periodicals & Subscriptions	Operations	10-5031-50-0330	36,900	Books, periodicals & subscriptions -complete
Update staff lounge - furnishings	Operations	10-5021-50-0302	5,000	Orders placed - still waiting for arrival of furnishings
Software support for cash drawers	Operations	10-5021-50-0306	5,743	Paid - Envisionware
Wireless adapters	Operations	10-5021-50-0302	3,399	Order cancelled by vendor, order being placed with another vendor
Library Automation System	Operations	10-5021-50-0339	13,000	Carryover from IS chargeback account
Library Automation System	Operations	10-5021-50-0339	72,615	Remaining carryover will be placed in this account
Staff Pass Point entry sys. for handicapped accessible door - Cen	Security	10-5023-50-0309	2,500	Complete 3/4/09
Replace valves to boilers - Central	Facilities	10-5023-50-0309	2,400	Complete 2/18/09
Replace air receiver on air compressor - Central	Facilities	10-5023-50-0309	4,063	Purchase requisition issued
Install electrical outlets - Central	Facilities	10-5023-50-0309	300	Complete 1/19/09
Carpet replacement 3rd floor - Central	Facilities	10-5023-50-0309	3,100	In process
Pick-up truck - system-wide	Operations	10-5023-50-9010	27,000	Purchasing obtaining quotes

Relocate reference desk to Central	Operations	10-5032-50-0930	1,200	Estimate
Duct work - Kress	Facilities	10-5055-50-0309	775	Complete 1/14/09
Installation of handicapped accessible doors - Ashwaubenon	Facilities	10-5053-50-0309	5,204	Complete 1/12/09
Paint soffit and blue exterior - Ashwaubenon	Facilities	10-5053-50-0309	5,000	Planned for spring
Replace vanity in women's restroom - Ashwaubenon	Facilities	10-5053-50-0309	2,000	In process
Roof repair - Kress	Facilities	10-5055-50-0309	1,412	Complete 2/17/09
Installation of handicapped accessible door - Weyers-Hilliard	Facilities	10-5057-50-0309	2,850	Complete 1/12/09
Improve lighting - Weyers-Hilliard	Facilities	10-5057-50-0309	600	In process
Relocate gas valve - Weyers-Hilliard	Facilities	10-5057-50-0309	2,500	Work in progress
Add water spigots - Weyers-Hilliard	Facilities	10-5057-50-0309	1,200	Complete 2/17/09
Paint exterior doors - Weyers-Hilliard	Facilities	10-5057-50-0309	820	Purchase release issued - waiting for warmer weather
Install pigeon netting - Weyers-Hilliard	Facilities	10-5057-50-0309	300	Estimate - obtaining quotes
Purchase humidification unit - Weyers-Hilliard	Facilities	10-5057-50-0309	5,000	Estimate - obtaining quotes
Relocate children's desk from Weyers-Hilliard	Operations	10-5057-50-0930	810	Quote
HVAC Software - Weyers-Hilliard	Facilities	10-5057-50-9010	33,000	Estimate
Installation of handicapped accessible doors - Southwest	Facilities	10-5059-50-0309	4,265	Complete 1/12/09
Replace exterior eaves - Southwest	Facilities	10-5059-50-0309	4,000	Purchase requisition issued
<b>Total County Levy Carryover</b>			<b>246,956</b>	<b>Attainment 97% of Budget</b>
<b>Donations</b>				
Print Management and E-Commerce Software	Operations	10-5025-50-0339		
Print Management Account Payment Machines - WH & Kress	Operations	10-5025-50-9010	16,663	Comprise Technologies - PO# 2008-00719
Supplies & Expense	Operations	10-5025-50-0302	13,650	Comprise Technologies - PO# 2008-00719
<b>Total Donation Carryover</b>			<b>15,037</b>	<b>Remaining carryover will be placed in this account</b>
			<b>45,350</b>	
<b>Total County Levy and Donation Carryover</b>				
<b>Coin-Op Special Revenue Fund</b>			<b>292,306</b>	
Print Management and E-Commerce Software	Operations	20-5082-50-0339		
Print Management Account Payment Machine - Central	Operations	20-5082-50-9010	8,960	Comprise Technologies - PO# 2008-00719
<b>Total Special Revenue Fund Carryover</b>			<b>5,950</b>	<b>Comprise Technologies - PO# 2008-00719</b>
			<b>14,910</b>	

**Motion** by Pletcher, seconded by Hickey, to approve the final 2008 Carryover Detail report. **Motion carried.**

The 2007 Budget Carryover Detail report was distributed for update purposes only. The Ed & Rec committee was also given this report that shows a summary of the projects that have been completed. Ed & Rec committee members approved the Coin-Op Special Revenue Fund carryover at their March 5 meeting.

#### **NICOLET FEDERATED LIBRARY SYSTEM**

##### **a. Monthly Update**

### **GATES PC GRANT**

Action was needed by the Library Board to approve participation in the Gates PC Opportunity Online Hardware Grant Program. I.S. and County Administration had recommended proceeding with the grant application. This means that the Board has agreed to the following obligations: (1) Matching Funds; (2) Public Library Association Advocacy Training; (3) ALA Survey completion and (4) Fulfillment of TechAtlas PC Inventory requirement. **Motion** by Schierl, seconded by Pletcher to approve participation in the Gates PC grant Program. **Motion carried.**

### **HOLIDAY HOURS OF OPERATION**

A discussion took place regarding the appropriate day to recognize the July 4<sup>th</sup> holiday since it falls on a Saturday this year. **Motion** by Kegel, seconded by Hickey to recognize Friday, July 3, 2009 as the closed holiday. **Motion carried.** The library will be closed on Friday and Saturday, July 3-4. Normal hours will resume on Monday, July 6.

### **PRESIDENT'S REPORT**

Terry thanked John Hickey for attending the Ed & Rec Committee meeting in his absence and thanked Paul Schierl, who, many years ago, suggested that a Library Board member attend each committee meeting. This was a very good recommendation and has demonstrated the Library Board's commitment to the library and to open communication.

Terry mentioned that the reason he recommended striking agenda item #13 was that there was no agreement to discuss at this time. When and if the terms work out, it will be brought back to the Board.

### **DIRECTOR'S REPORT**

Lynn reviewed her list of meetings from the past month. She was questioned at the Friends of the Brown County Library Board meeting why the Library Board had not yet hired an architect regarding the renovation of the Central Library. The Board responded that the answer is money. They cannot commit without appropriate funding. Lynn also mentioned that when the times come, that this would fall under professional services (per Mike Cross at DPI and Terry Dawson at APL) so there would not be a bidding process, although an interview and in-depth reference check process would be advisable.

Lynn also reviewed the library's strategic directions based on the priorities of the Strategic Plan. Carla Buboltz suggested that it would be informative for Lynn to update the Board every 6 months on these strategic objectives and then to also share these 'progress reports' with the Ed & Rec Committee.

Lynn also summarized the successful Genealogy 101 series that recently ended.

### **SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

None.

### **ADJOURNMENT**

**Motion** by La Plante, seconded by Pletcher, to adjourn the meeting. **Motion carried.** The meeting adjourned at 7:20 p.m.

### **NEXT REGULAR MEETING**

April 15, 2009

Southwest Branch Library  
974 Ninth Street, Green Bay  
6:00 p.m.

Respectfully submitted,  
John Hickey, Secretary  
Sue Lagerman, Recording Secretary